



131 W Wilson Street
Suite 610
Madison WI 53702-0001

Phone: (608) 266-3323
Fax: (608) 266-6676
<http://oja.wi.gov>

Homeland Security Information Bulletin No. 06-18

February 01, 2007

2006 Homeland Security Funding for Citizen Corps Grant Program

Purpose

This bulletin is to provide guidance on Office of Justice Assistance (OJA) policies for FY 2006 HS Citizen Corps program funds. Funds will be used to support Citizen Corps Councils with efforts to engage citizens in all-hazards prevention, protection, response, and recovery. These efforts include planning and evaluation, public education and emergency communications, training, exercises, volunteer programs and activities to support emergency responders, surge capacity roles and responsibilities, and providing proper equipment to citizen volunteers.

Note: Several changes are implemented with the 2006 HS Citizen Corps program as a result of the decrease in Federal funds available for the program and a heightened interest in program sustainability, cost effectiveness and accountability. Changes for the 2006 Grant Programs are underlined in the text below.

Future grants of this type are not guaranteed nor should they be planned for. Applicants are strongly encouraged to consider the long-term sustainability of their programs and to seek alternate sources of support and funding.

Eligible Applicants

Citizen Corps Program grants will be opened to qualified units of local government on a competitive basis.

* To be eligible, it is required that the applicant represent a local Citizen Corp Program have and maintain or be affiliated with an active Local/Regional Citizen Corps Council that consists of, however is not limited to the following representation:

- County/Local Law Enforcement
- County/Local Fire Service
- County/Local Emergency Medical Services
- County/Local Public Health
- Emergency Management
- Local School District
- Private Interests (i.e. Business, Manufacturing, etc.)
- Volunteer Organizations (i.e. Red Cross, Salvation Army, VOAD, etc.)

It is required that applicants proclaim a program mission statement and outline a program that includes public education, an outreach strategy, volunteer recruitment, goals, program roles in first responder support, disaster relief, and community safety and security.

It is required that local Citizen Corps Councils be registered at the Federal Citizen Corps and at the Wisconsin Citizen Corps web sites. Affiliate programs, i.e. VIPS, Fire Reserve Corps, Medical Reserve Corps, etc. associated with the local program must also be registered.

*** A Guide for Local Officials is Available upon request**

Grant Period

Funding under this program will be available for the period specified on the grant award. Funds may not be committed by sub grantees until a grant award is issued that is free of special conditions. All final reports, forms, and invoices must be submitted within 60 days of the close of the grant period.

Application Open

February 1, 2007

Application Due

March 30, 2007

Eligible Expenses

Local Citizen Corps Program funding may be used in any of following categories:

- Planning (to include evaluation, public education/outreach, and citizen participation in volunteer programs and activities).
- Equipment.
- Training.
- Exercises.
- Personnel.

Allowable planning costs include:

- Conduct or participation in community assessments of vulnerabilities, resource needs, and determine citizen involvement to meet the needs.
- Work with emergency management structures to design surge strategies using citizen volunteers.
- Demonstrate use of Citizen Corps Councils as a tool to encourage cooperation and collaboration among community leaders when developing plans and implementation strategies.
- Provide opportunities for citizen to train and exercise with emergency responders to test plans, operations, and to participate in lessons learned.
- Public communication and citizen participation in jurisdiction plans, such as EOPs, and to have citizen advocates sit on existing advisory councils and task forces.
- Assessing the effectiveness in engaging citizens, the impact on the community safety and quality of life, and a cost/benefit analysis.

Management and Administration

- No more than 3% of the submitted budget identifies use for M&A costs such as facility maintenance/overhead, salaries, travel, accommodations, etc.

Organization

Local Citizen Corps Councils may develop or reproduce public education and outreach materials to educate and engage the public; conduct outreach and hold community events; and develop alerts, warning, and communications systems to the public, to include tailored materials and communications to special needs populations. Some examples include:

- Conduct public education campaigns to include promoting the Federal Ready Campaign's preparedness message.
- Conduct education and awareness campaigns to inform the public about local alerts and warning and evacuation plans.
- Develop targeted outreach for all ages, ethnic and cultural groups, individuals with disabilities, and special needs populations.

- It is required that all volunteer resources supported by these funds be made available to local law enforcement, fire service, EMS, public health, and volunteer organizations.
- It is required that program resources operate under the direction of County Emergency Government, and/or local Law Enforcement, Fire Service, EMS and Public Health.
- It is required that the grantee use the award to purchase all needed training supplies and equipment, carry over and use those supplies and equipment for subsequent training and/or activation, and replace as needed.
- It is required that County/Local Citizen Corps Programs exercise due diligence in their efforts at developing new volunteer resources at a local level.
- It is required that County/Local Citizen Corps Programs work closely with the Wisconsin Citizen Corps Council notably in the areas of program development, planning, marketing, recruitment, funding, and eligible program components.
- Funds awarded may be used to support the following local/county affiliate programs:
 - Volunteers in Police Services (VIPS)
 - Medical Reserve Corps (MRC)
 - Fire Reserve Corps (FRC)
 - Community Emergency Response Teams (CERT)
 - Wisconsin Terrorism Awareness and Prevention (WISTAP)
 - Ready Camps and/or Ready Class
 - Neighbor/Business Watch Programs
 - Other Crime/Fire Prevention Programs

Note: Variations to the above recognized programs may be considered.

Equipment

Allowable equipment costs include: equipment related to specific training or volunteer assignments and outfitting trainees and volunteers with program-related materials and equipment, e.g., issuing CERT kits, credentials/badges, and identifying clothing; and providing necessary equipment to citizen volunteers with a surge capacity role. The FY 2006 AEL is available in its entirety online through the RKB at <http://www.rkb.mipt.org> and the equipment categories are outlined in Table 1 below.

Table 1 – Citizen Corps Program Allowable Equipment Categories

[4] Information Technology	[10] Power Equipment
[5] Cyber Security Enhancement Equipment	[11] CBRNE Reference Materials
[9] Medical Supplies and Limited Types of Pharmaceuticals	[21] Other Authorized Equipment

Federal funds under this award can only be used to *supplement*, not *supplant* state or local funds. (Supplanting is the replacement of state or local funds with federal funds). Therefore, equipment purchases or administrative/personnel costs previously planned in the agency's budget may not be included in this program. Costs of current employees cannot be covered.

Equipment Restrictions

Grant funds awarded under this program **may not** be used for the following:

- ✓ General-use computers and software, except as allowed under M&A costs
- ✓ General-use vehicles
- ✓ Licensing fees
- ✓ Weapon systems & ammunition
- ✓ Construction or renovation, except when it is a necessary component of a security system
- ✓ Hiring of public safety personnel for the purposes of fulfilling traditional public safety duties

- ✓ Equipment or activities unrelated to the implementation of the grant program and the State Homeland Security Strategy
- ✓ Items not in accordance with the authorized equipment list
- ✓ Items otherwise budgeted for with local funds

Medical supplies and pharmaceuticals with expiration dates may only be requested with an appropriate rotation plan in place with local hospitals or medical facilities. This written plan must be filed with OJA.

All equipment purchased under this grant must be made available to other emergency response agencies statewide, as may be required for incident response purposes. Grant funds may be used to contract/pay for maintenance costs.

Any regular maintenance and/or calibration required to ensure the accuracy and dependability of the requested equipment must be coordinated in accordance with the manufacturer's recommendations and specifications.

Training Requirements

All personnel who utilize equipment purchased with this grant must receive training either through the vendor or other competent source specific to that piece of equipment.

Property Disposal or Transfer

Equipment purchased under this grant must be disposed of by following the disposal process currently in practice for each community. OJA must be notified of property disposal or transfer of ownership.

Sustainment Costs

Funds may be used for sustainment of first responder equipment that would be used in a jurisdictions' response to a threat or event. This includes repair and replacement parts, equipment warranties and maintenance contracts for purchases made under this and any previous ODP grants. Applicants who choose to include sustainment costs should list the expenses and identified item at the end of the equipment request worksheet. Sustainment can include costs to provide services for the life expectancy of the equipment.

Application Procedures

- Please go to our web site <http://oja.wi.gov> and select "Apply For A Grant" in the left margin. Applicants will use Egrants to apply for funding. If you do not have a login please refer to the "Registration Guide" listed and click on the "Register" button. You will get an e-mail back once your login is set up. Detailed instructions on how to use Egrants are on the website in the document "Homeland Security Application Guide" and found at: <http://oja.state.wi.us/docview.asp?docid=9857&locid=97> or on the Egrants login page under "Apply for a Grant".
- Completed applications must be submitted before the due date.
- After applications are reviewed, all applicants will receive e-mail notification about whether or not your application has been approved. Approved applications will receive a paper grant award document in the mail.
- If technical assistance is needed with Egrants, contact OJAEgrantsSupport@Wisconsin.gov which is monitored from 7:45 AM until 4:30 PM, Monday through Friday. Your program and fiscal contacts are listed in Egrants once you log in.

Application Review

Grants will be reviewed internally by OJA to ensure that all federal and state requirements are met, that equipment requests are appropriate, directly relate to terrorism prevention, response, or

recovery and relate to the State Homeland Security Strategy. Applications submitted on or before the due date will be reviewed promptly.

The criteria used in the evaluation of the application will include but not be limited to:

- Inclusion of or support of affiliate programs as noted above or affiliation with a Local Citizen Corps Council.
- A demonstration/evidence of inter-governmental co-operation.
- Marketing and outreach efforts.
- Volunteer engagement activities, i.e., recruitment, refresher training and exercising, database maintenance.
- Percentage of funds allocated to program activities/initiatives.
- Long term program sustainability plan and use of alternate sources of support and funding.
- Integration of volunteers with local emergency response and recovery.
- How program activities are tied to an identified need, and how the grantee will demonstrate progress through measurable outcomes.
- Existing programs will also be evaluated on past performance.

Changes to Applications

Once awarded all changes to applications, including budgets, must receive prior approval from OJA. Submission of invoices that have not received this prior approval may result in delay or denial of payment. Changes to applications must be made by contacting the program contact listed on the funding announcement and requesting the modification.

Grant payments, Reporting and Reconciling Grant Applications

All grant funds are dispersed on a reimbursement basis upon submission of invoices and along with appropriate reporting forms. The grantee is responsible for making vendor payments and payments to sub-recipients. Your grant award document will describe your reporting requirements.

Grant Closeout – please reference the line item numbers on the invoices from the Grant Application. Invoices need to be matched against the equipment that was applied for. Putting the line item number helps expedite payment. For example, if 4 radios were purchased @ \$250.00 for \$1,000.00 under line 1 on the Grant Application Form, then please notate line 1 on the invoice. If they were initially purchased on a PO and were reflected as 4 radios @\$200.00 each for \$800.00, and then the invoice came in for \$1,000.00, you are going to have to modify your original application so that you can reflect the invoice price. The total of all invoices will have to equal the total of the Application. If the invoices exceed the award amount, OJA will only reimburse up to the award amount. To close out you will need to go back into Egrants and modify your equipment. You will receive instructions on how to do this.

If making final payment request please mail the closeout fiscal (G-4) (found on the OJA website), along with invoices and modify the original grant application in Egrants before submitting it for payment. Again, the equipment inventory in Egrants should match your invoices. You no longer have to do the paper G-5 Inventory Form as details are now kept in Egrants. Please note: to ensure any unexpended funds can be reallocated, it is highly recommended that grantees submit all close out documents as much in advance of the 60 day end date as possible.

Requests for Extensions

Extensions may be granted in exceptional cases, e.g. when sub grantees are experiencing long procurement delays or items are on back order, etc. Extensions may be requested by emailing the program contact.

If equipment is anticipated to be backordered beyond the grant end date, please contact our office to request an extension to the grant period.

Compliance Review

The Office of Justice Assistance will conduct site visits to grantees during the grant period. At that time, all records, purchase orders, granted equipment, accounting documents, certifications, training records and agreements are subject to review. This includes both the primary grantee and the recipients of any equipment, as conducted by the grantee. This site visit does not replace the A-133 single audit requirement.

Contact information:

Office of Justice Assistance Phone: 608-266-3323

OJAHomelandSecurity@wisconsin.gov.